



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	ADMINISTRATIVE ASSOCIATE
3	<b>Posting Number</b>	PN# 104655
4	<b>Department</b>	Building Services Department
5	<b>Division</b>	Property Management
6	<b>Section</b>	N/A
7	<b>Reporting Location</b>	2707 Dalton*
8	<b>Workdays &amp; Hours</b>	M – F, 7 a.m. – 4 p.m.*
*Subject to change		
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Performs professional administrative tasks related to the implementation of policies and procedures in the assigned department. Compiles data for use in a variety of reports, surveys, inventories and studies. Composes, edits and types correspondence, speeches, reports, directives, etc. Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information. Assists in department budget preparation and monitoring. Assists in planning and implementing department sponsored activities and programs. Coordinates special projects and conducts field investigations to evaluate project progress. Performs other duties as requested.	
10	<b><u>WORKING CONDITIONS</u></b> The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> No experience is required.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> None	
14	<b><u>PREFERENCES</u></b> Preference will be given to applicants with strong computer skills in Excel, Word, and Access.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range – Pay Grade 13</div><div>\$824 - \$1,387 Biweekly      \$21,424 - \$36,062 Annually</div></div>	
18	<b><u>OPENING DATE</u></b>	May 18, 2005
19	<b><u>CLOSING DATE</u></b>	May 24, 2005
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b> TDD (Telephone Devise for the Deaf) is (713) 837-9496.	
An equal opportunity employer		